

# ATTACHMENT XVII: Letter of Intent from a Physician for State Regulations and HIV Testing Activities

[INSERT DATE]

Shelia Edwards, Grants Management Specialist  
Procurement and Grants Office  
Centers for Disease Control and Prevention  
2920 Brandywine Road, Mail Stop E15  
Atlanta, GA 30341

Dear Ms. Edwards:

This letter will serve as a letter of intent/provisional agreement for HIV-testing activities between *[INSERT PHYSICIAN NAME]* and *[INSERT CBO NAME]*. It confirms my oversight and involvement in their HIV-testing activities related to their application for funding under CDC Funding Opportunity Announcement PS11-1113. I can verify that this organization will comply with all state and local laws and regulations pertaining to HIV-testing activities.

I have discussed the following issues below with *[INSERT THE CBO NAME]*: *[Select all that apply]*

<input type="checkbox"/> <b>Anonymous versus confidential testing</b>	<input type="checkbox"/> <b>Followup for results</b>
<input type="checkbox"/> <b>Informed consent</b>	<input type="checkbox"/> <b>Early intervention services</b>
<input type="checkbox"/> <b>CLIA certificate of waiver</b>	<input type="checkbox"/> <b>Data collection and reporting</b>
<input type="checkbox"/> <b>Training of counselors</b>	<input type="checkbox"/> <b>Quality assurance of counselors</b>
<input type="checkbox"/> <b>Confidentiality</b>	<input type="checkbox"/> <b>Linkages with partner notification</b>
<input type="checkbox"/> <b>Surveillance reporting</b>	<input type="checkbox"/> <b>Local laws and regulations</b>
<input type="checkbox"/> <b>Laboratory processing</b>	<input type="checkbox"/> <b>Target population to be served</b>
<input type="checkbox"/> <b>Type of test(s) to be used</b>	<input type="checkbox"/> <b>Referral networks</b>
<input type="checkbox"/> <b>Physician orders</b>	<input type="checkbox"/> <b>Other: _____</b>

If you have any questions, please feel free to contact me at *[INSERT CONTACT INFORMATION]*.

Sincerely,

[TYPE YOUR NAME HERE]  
[TITLE]  
[ADDRESS]